



United States Department of the Interior  
**NATIONAL PARK SERVICE**  
Canyon de Chelly National Monument  
PO Box 588  
Chinle, Arizona 86503



**INFORMATION SHEET**  
**SPECIAL USE PERMIT FOR SPECIAL EVENT**

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***PLEASE READ CAREFULLY***  
***SUBMIT REQUESTS 30 DAYS IN ADVANCE FOR REVIEW***

Thank you for your inquiry about hosting a special event at Canyon de Chelly National Monument. Canyon de Chelly National Monument is unlike any other national park because the canyons are on Navajo tribal lands and includes a residential community. Both the National Park Service and Navajo Nation manage the park to protect the natural and cultural resources, to ensure the safety of visitors, and to protect the Navajo residents.

**Special Event:** Activities that provide benefit to an individual, group or organization, rather than the public at large; and that require written authorization and some degree of management in order to protect park resources and the public interest. Examples include weddings, fun runs, and organized group events. Nonprofit organizations are not exempt from this process.

**Application Process:** You are responsible for submitting all the appropriate documents and for all costs involved for this activity.

- ☐ Submit the Application for Special Use Permit
- ☐ Attach the Supplemental Information with a detailed description about the proposed activity. Provide information to answer what the event entails, where the event will take place, when the event starts and ends, how the event will be conducted and why the event is being proposed.
  - You will not be permitted to arrive and then select locations on the day of the event. If you are unfamiliar with the area, plan an advanced scouting trip for locations. You are responsible for the actual costs of that service.
  - Locations on private lands require prior explicit written permission from landowner(s).
  - Locations requiring travel into the backcountry of the park requires obtaining a backcountry permit from the Navajo Nation Parks and Recreation Office (928-674-2106) AND hiring an authorized Navajo guide to accompany the group.
  - An authorized Navajo guide must accompany the group at all times while in the backcountry of the park.
  - To reduce the impact on park resources, all backcountry camping requires the use of fire pans for cooking AND portable toilet systems to pack out human waste.
  - Activities may not impair any natural or cultural resources or prevent visitor access within the park. Entering any sensitive cultural or natural sites, including all archeological sites, is strictly prohibited. Requests for locations inside archeological sites or sensitive cultural areas will be denied.
- ☐ Submit the \$100 non-refundable application fee. This fee is required whether or not a permit is issued. All fees will be paid by certified check or money order from a U.S. bank payable to NATIONAL PARK SERVICE. Credit card payments are not accepted. **Fee waiver requests may be considered under certain conditions.**

- ☐ Submit a certificate of insurance showing you have general liability coverage in a minimum amount of \$1,000,000 per Occurrence and \$2,000,000 Aggregate (U.S. currency). The certificate must be underwritten by a United States company and must name the UNITED STATES GOVERNMENT as additional insured. An original copy of this certificate is required.
- ☐ Depending on the scope and size of your proposed activity:
  - A cost recovery fee **may** be required to cover National Park Service expenses and/or damages to any park resources, including personnel or overtime costs to monitor activity.
  - A performance deposit may be required to cover additional expenses for the activity. This amount will be determined from the information provided. This deposit will be returned to you, upon completion of the activity, if all accrued costs have been paid, stipulations have been met and resources have not been damaged.

**Determination:** All requests will be reviewed when the application packet AND all fees are submitted. The National Park Service staff will use the information from the application packet to evaluate the impact of your activity on park resources, canyon residents and other visitors. It may require up to 30 days to review your request, including tribal consultation, before rendering a decision. Be advised that in some cases, the NPS will deny an activity even if a tribal agency approves it.

A meeting may be scheduled between you and the Park Superintendent prior to the activity to review logistics. Upon approval of the activity, the event coordinator will be required to sign the Special Use Permit at the Welcome Center acknowledging that all participants involved in the special event will have a clear understanding of the park rules and regulations outlined in the permit. Participants may also be required to attend orientation at the Welcome Center.

If the activity is of a type that has the potential to cause effects to eligible historic properties then a thorough review process will be initiated that typically requires a minimum of 50 days to complete. This process, known as Section 106 (of the National Historic Preservation Act, as amended) review, is mandated by federal law and includes a requirement for concurrence on recommendations from the Navajo Nation Tribal Historic Preservation Office (THPO) prior to implementation of an activity or project.

**Prohibited Activities:** Entering any sensitive cultural or natural site, including all archeological sites, is strictly prohibited. Requests for locations inside archeological sites or sensitive cultural areas will be denied.

The use of manned or unmanned aircrafts, helicopters, hot air balloons, drones or any type of passenger balloon will not be allowed in Navajo National Monument due to the fragile archeological resources, residential community and grazing areas in the canyon and along the rims. (The use of aircraft or helicopters in other NPS areas may require a Certificate of Waiver, issued by the Federal Aviation Administration, granting a waiver of FAR 91.119(b) and (c), Minimum Safe Altitude and require a minimum of \$25,000 per day bond. If a waiver is required, a copy of the waiver and the Motion Picture and Television Flight Operations Manual must be provided to the NPS).

**Donations:** Donations of money, equipment and/or services to the park from the film or photography company may be accepted and must be properly accounted for based on National Park Service policy.

**Contact Information:** If you have any questions, please contact Permit Coordinator for Canyon de Chelly National Monument, Hubbell Trading Post NHS and Navajo National Monument:

Park Ranger: Nora McKerry  
Email: [nora\\_mckerry@nps.gov](mailto:nora_mckerry@nps.gov)  
Telephone: 928-674-5500 ext. 228  
Fax Number: 928-674-5507  
Address: P.O. Box 588, Chinle, AZ 86503  
UPS Delivery: Visitor Center, 3 miles E of HWY 191, Chinle, AZ 86503

[illegible]

**Detailed Description of Proposed Activity (what, who, when, where, how and why):**

[illegible]



## APPLICATION FOR SPECIAL USE PERMIT

**Canyon de Chelly National Monument**  
P.O. Box 588  
Chinle, Arizona 86503  
928-674-5500



Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A nonrefundable processing fee of \$100.00 must accompany this application unless the requested use is an exercise of a First Amendment right. You must allow sufficient time for the park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America an additional insured.

**\* Enter either a Social Security Number OR a tax ID number; we do not require both.**

Applicant Name				Company/Organization Name			
Social Security Number*				Tax Identification Number*			
Street Address				Street Address			
City	State	Zip Code	Country	City	State	Zip Code	Country
Telephone Number				Contact Name			
Cell Phone Number				Telephone Number			
Fax Number				Fax Number			
Email Address				Email Address			
Description of Proposed Activity (attach diagram and/or additional pages, if necessary)							
<h1>PLEASE USE SUPPLEMENT INFORMATION SHEET</h1>							

Requested Location PLEASE USE SUPPLEMENTAL INFORMATION SHEET			
Set-Up Begins	Activity Begins	Activity Ends	Removal Completed
Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM
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Maximum Number of Participants (Best Estimate)	Maximum Number of Vehicles (attach parking plan) <div style="display: flex; justify-content: space-around;"> <span>Cars</span> <span>Vans/Light Trucks</span> <span>Utility Vans/Trucks</span> <span>Buses/Oversized Vehicles</span> </div>		
Support equipment (list all equipment; attach additional pages if necessary)			
List support personnel including addresses and telephones; attach additional pages if necessary			
Name	Address	Cell Phone Number	
Individual in charge of activity onsite who is authorized to make decisions related to the permitted activity:			Cell Phone Number
<div style="display: flex; justify-content: space-between;"> <div> <p>Is this an exercise of First Amendment Rights?</p> <p>Have you visited the requested area?</p> <p>Have you obtained a permit from the National Park Service in the past? (If yes, provide a list of permit dates and locations on a separate page.)</p> <p>Do you plan to advertise or issue a press release before the event?</p> <p>Will you distribute printed material?</p> <p>Is there any reason to believe there will be attempts to disrupt, protest or prevent your event? (If yes, please explain on a separate page.)</p> <p>Do you intend to solicit donations or offer items for sale? (These activities may require an additional permit.)</p> </div> <div style="text-align: right;"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </div> </div>			
<p><b>You are encouraged to attach additional pages with information useful in evaluating your permit request including:</b> staging, sound systems, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, use of any building, site clean-up, etc.</p> <p><i>The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or statements have been given.</i></p>			
Printed Name		Title	
Signature		Date	

## NOTICES

### IMPORTANT NOTICE TO APPLICANT

This is an application **only**, and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. Send the completed application along with the application fee in the form of a cashier's check, or money order made payable to the **National Park Service** to Laverne Wagner at the park address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

### Customers Making Payment by Personal Check

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

### Privacy Act Statement

**General:** This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 21, 1984, for individuals completing this application.

**Authority:** The authority to collect information on the attached form is derived from Title 31, United States Code, Section 7701.

**Purposes and Uses:** The information being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Information from the application may be transferred to appropriate Federal, State, and local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

**Effects of Nondisclosure:** It is in your best interest to answer all of the questions. The U.S. Criminal Code, Title 18 U.S.C. 1001, provides that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 or 5 years in prison, or both. Deliberately and materially making false or fraudulent statements on this form will be grounds for not granting you a Special Use Permit

**Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b):** Your Social Security Number (SSN) is needed to identify records unique to you. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service (31 U.S.C. 7701). Although disclosure of your SSN is not mandatory, failure to disclose your SSN may prevent or delay the processing of your application. The authority for soliciting and verifying your SSN is Executive Order 9397. The information gathered through the use of the SSN will be used only as necessary for processing this application and will be carried out in accordance with established regulations and published notices of system of records.

### Paperwork Reduction Act Statement

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

### Estimated Burden Statement

Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate, or any aspects of this form, to the Information Collection Clearance Officer, National Park Service, 12201 Sunrise Valley Drive, Mail Stop 242, Reston, VA 20192. Please do not send your form to this address.